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OFFICE OF THE DIRECTOR

Action Memorandum No. A-303

Date 23 October 1963

TO

: Deputy Director/Intelligence

Deputy Director/Plans

Deputy Director/Science and Technology

Deputy Director/Support

Comptroller
Coneral Balmer

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D/NIPE

General Counsel

SUBJECT :

The Establishment of a Centralised Record of All Inter-Agency

Meetings at Which Agency Personnel are Represented

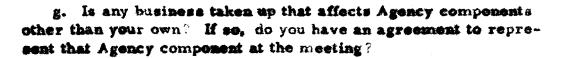
REFERENCE:

- 1. It is important that we possess a centralised record of the various inter-Agency meetings that Agency personnel attend. This will provide a means to establish a clearing house for seeing that there is no duplication in our attendance at these meetings; it will also provide a means to make certain that Agency representation at these meetings serves all Agency interests as effectively as possible.
- 2. In this connection I would appreciate your office providing by 14 November the following information on each meeting attended by personnel of your component:
 - a. The name and purpose of each meeting.
 - b. Who chairs it.
 - c. Where it meets and the time and frequency of each meeting.
 - d. A brief description of the type of business discussed.
 - e. Who from your component attends this meeting.
 - f. Are Agency personnel from components other than yours present at these meetings? If so, who?

SUSPENSE DATE:

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- h. Are minutes of the meeting kept?
- 3. It is not necessary, of course, to mention ad hoc meetings or irregular and informal meetings between desk chiefs, etc. What I do have in mind are: task forces, panels, seminars and agency meetings (other than CIA) which CIA officers attend.

(sig wh) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick Executive Director

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